

## UTILITIES MENU

YOUR ACCOUNT	
<b>Court Information</b>	<ul style="list-style-type: none"> <li>• Court Details</li> <li>• Court Locations</li> <li>• PACER Details</li> <li>• Flag Definitions</li> </ul>
<b>Internet Payments Due</b>	<ul style="list-style-type: none"> <li>• Allows user to review payments unpaid and make payment</li> <li>• If payments are left unpaid, user's ECF account will be frozen and e-filing will not be permitted until account is brought current.</li> </ul>
<b>Internet Payment History</b>	<ul style="list-style-type: none"> <li>• Allows User to review transactions that required fee payment made through ECF.</li> <li>• User may enter date range; Defaults to the past 30 days</li> </ul>
<b>Maintain Your ECF Account</b>	<ul style="list-style-type: none"> <li>• <b>Main Screen:</b> Attorney address information</li> <li>• <b>More User Information:</b> Password information</li> <li>• <b>E-Mail Information:</b> Save your preferences for the Notice of Electronic Filing on this screen, including adding other e-mail addresses.</li> </ul>
<b>View Your Transaction Log</b>	<ul style="list-style-type: none"> <li>• Report shows specific transactions completed by the specific login/password currently in use.</li> <li>• Not available to any other outside users</li> <li>• May request a specific date range for search</li> <li>• Will not include any hyperlinks to documents</li> <li>• PACER charges will not apply</li> </ul>
<b>Your PACER Account</b>	<ul style="list-style-type: none"> <li>• Allows user to login into ECF if you have first logged on with your PACER acct to review court information and later need to e-file</li> <li>• Allows user to enter or change the client code desired to itemizing PACER charges</li> </ul>
MISCELLANEOUS	
<b>Verify Document....</b>	<ul style="list-style-type: none"> <li>• User must enter a case number <b>and</b> a document number</li> <li>• Shows docket text of document queried</li> <li>• Shows electronic file stamp of pleading and verifies that the original file date/time/stamp has not been altered to the present .</li> </ul>

<b>Mailings</b>																																																				
<b>Creditor Mailing Matrix</b>	<ul style="list-style-type: none"> <li>• Requires PACER acct</li> <li>• User to enter Case Number</li> <li>• Prints in one column format</li> <li>• Also can get information in raw text format.</li> <li>• See REPORTS - Mailing Matrix by Case for more useful report</li> </ul>																																																			
<b>Mailing Info for a Case</b>	Provides a list of all parties in the case receiving notice by electronic means through ECF, and those individuals who are not and will require service by other means. It is the responsibility of the filer to ensure that all parties in the case are served either through the ECF process, or by other means.																																																			
<b>Mailing Labels by Case</b>																																																				
<b>Case Number</b>	Required field																																																			
<b>Participant Options</b>																																																				
<b>All Participants</b>	<ul style="list-style-type: none"> <li>• Defaults to All Participants</li> <li>• List will include those names on the original creditor mailing matrix and all those that have filed proofs of claim</li> </ul>																																																			
<b>Participant Types</b>	<ul style="list-style-type: none"> <li>• Use cntrl key and highlighting multiple options</li> <li>• Can select all by leaving blank</li> </ul>																																																			
	<p>Participant Types:</p> <table> <tbody> <tr> <td>3<sup>rd</sup> Party Plaintiff</td><td>Interested Party</td></tr> <tr> <td>3<sup>rd</sup> Party Defendant</td><td>Interim Trustee</td></tr> <tr> <td>Accountant</td><td>Interpleader</td></tr> <tr> <td>Alleged Debtor</td><td>Intervenor</td></tr> <tr> <td>Appraiser</td><td>Intervenor-Defendant</td></tr> <tr> <td>Assistant U.S. Trustee</td><td>Intervenor-Plaintiff</td></tr> <tr> <td>Auctioneer</td><td>Joint Debtor</td></tr> <tr> <td>Auditor</td><td>Judge</td></tr> <tr> <td>Bankruptcy Court</td><td>Liquidator</td></tr> <tr> <td>Broker</td><td>Mediator</td></tr> <tr> <td>Consultant</td><td>Non-filing Spouse</td></tr> <tr> <td>Counter Claimant</td><td>Other Professional</td></tr> <tr> <td>Counter Defendant</td><td>Partner</td></tr> <tr> <td>Creditor</td><td>Petitioning Creditor</td></tr> <tr> <td>Creditor Committee</td><td>Plaintiff</td></tr> <tr> <td>Creditor Committee Chair</td><td>Plaintiff's Attorney</td></tr> <tr> <td>Cross Defendant</td><td>Realtor</td></tr> <tr> <td>Cross-Claimant</td><td>Receiver</td></tr> <tr> <td>Debtor</td><td>Respondent</td></tr> <tr> <td>Debtor in Possession</td><td>Special Counsel</td></tr> <tr> <td>Defendant</td><td>Stockholder</td></tr> <tr> <td>Defendant's Attorney</td><td>Successor Trustee</td></tr> <tr> <td>Employee</td><td>Surveyor</td></tr> <tr> <td>Examiner</td><td>Trustee</td></tr> <tr> <td>Financial Advisor</td><td>U.S. Trustee</td></tr> <tr> <td></td><td>Witness</td></tr> </tbody> </table>	3 <sup>rd</sup> Party Plaintiff	Interested Party	3 <sup>rd</sup> Party Defendant	Interim Trustee	Accountant	Interpleader	Alleged Debtor	Intervenor	Appraiser	Intervenor-Defendant	Assistant U.S. Trustee	Intervenor-Plaintiff	Auctioneer	Joint Debtor	Auditor	Judge	Bankruptcy Court	Liquidator	Broker	Mediator	Consultant	Non-filing Spouse	Counter Claimant	Other Professional	Counter Defendant	Partner	Creditor	Petitioning Creditor	Creditor Committee	Plaintiff	Creditor Committee Chair	Plaintiff's Attorney	Cross Defendant	Realtor	Cross-Claimant	Receiver	Debtor	Respondent	Debtor in Possession	Special Counsel	Defendant	Stockholder	Defendant's Attorney	Successor Trustee	Employee	Surveyor	Examiner	Trustee	Financial Advisor	U.S. Trustee	
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Defendant	Stockholder																																																			
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<b>Special Mailing Group Options</b>	Creditor Committee Members Creditors who have filed Claims Creditor Administrative 20 Largest Unsecured Creditors Limited Notice Notice of Appearance
<b>Additional Participant Options</b>	<div> <div>Judge</div> <div>Trustee</div> <div>Debtor(s) attorney</div> <div>U.S. Trustee</div> <div>Attorneys (those who have entered an appearance)</div> </div> <ul style="list-style-type: none"> <li>• <b>Use this section</b> using either the participant types or special mailing group lists. All these are included in the “All Participants” option</li> </ul>
<b>Print format</b>	1 column or 2 column 3-column PDF = Formatted to print on Avery #5160 labels or equivalent
<b>Errors in Addresses</b>	<ul style="list-style-type: none"> <li>• Summary will show how many addresses were included. Also indicates how many addresses were not printed because of inadequate information.</li> <li>• If the number not included = 1, that address is the court's address</li> <li>• Other names not included in report are those with only two lines of address, i.e. IRS -Ogden, no street address was provided</li> </ul>